

Town of Petawawa

(Approved September 2019)

(Revised August 2023)

Job Title: Manager of Public Works

Department: Public Works

Directly Responsible to: Director of Public Works

Purpose of the Position

Reporting to the Director of Public Works, the Manager of Public Works is responsible for the operation, maintenance and rehabilitation of municipal infrastructure, including roads, sidewalks, waterworks, wastewater, stormwater, culverts, street lighting, facilities and fleet.

Major Responsibilities

Program/Service

- Responsible for the development and administration of strategies, standard operating procedures, goals and objectives related to the operation, maintenance and rehabilitation of municipal infrastructure, including linear assets, utilities, facilities and fleet
- Provides effective leadership to the Public Works operations team facilitating the provision of excellent customer service
- Develops, recommends and implements department programs, policies and procedures delivering effective and efficient systems and processes that optimizes the use of labour and resources
- Plans, develops, implements and monitors safety, security, maintenance and management programs for municipal infrastructure and fleet
- Develops and maintains effective communication with the general public, community groups/clubs/associations and other levels of government
- Other duties as may be assigned

The above description reflects the general duties necessary to describe the principal function of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

Human Resources

- Provides leadership to the Public Works Team including direction/supervision to the Lead Hand

- Provides indirect supervision to the Mechanic/Operator, Heavy Equipment Operator/Labourers, casual part time and seasonal staff

Financial Resources

- Assists in the planning, development and administration of departmental capital and operating budgets

Material Resources

- Ensures the security of department assets, inventory, records, and information technology and equipment

Skill and Effort

Knowledge

- Graduation from post-secondary education in engineering technology or a closely related discipline
- A minimum of five years operation and supervisory experience in a municipal or related environment
- Professional designations through the Ontario Association of Certified Engineering Technicians and Technologists and Association of Ontario Road Supervisors considered assets
- Provincial operator certification in waterworks and licence in wastewater considered assets
- Training and certification in risk assessment and management, project management and/or asset management considered assets
- A sound understanding of business principals and municipal operations, supervisory experience with focus on safety in the work environment
- Ability to provide effective leadership and conflict resolution
- Excellent interpersonal oral and written communication skills
- Strong time management skills and ability to prioritize tasks
- Proficiency in a wide range of computer programs
- Must maintain a valid Ontario drivers' licence (DZ licence is considered an asset)

Physical Skill and Effort

- Ability to navigate through a variety of components of plants, construction sites, and equipment

Decision Making and Judgement

- Work is performed under the direction and guidance of the Director of Public Works

- Judgment is exercised in developing and implementing operational priorities, policies and procedures and administering budgetary expenditures
- Working with staff to identify problems, develop solutions and maintain harmony and team spirit
- Responding quickly and decisively to operational emergencies
- Maintains a high degree of confidentiality
- Errors, incorrect judgement or otherwise, may result in serious legal or other repercussions to the Corporation

Interpersonal Skills/Contacts

Internal

- With Director of Public Works, Lead Hand, Asset/Energy Management Coordinator, Administrative Assistant, Mechanic/Operator, Heavy Equipment Operator/Labourers, casual part time and seasonal staff, senior and support staff in other departments

External

- With general public and community groups/clubs/associations
- With contractors, suppliers, developers, and utility companies
- With government ministries and regulatory officials/agencies
- With County of Renfrew Public Works and Engineering Department
- With other municipalities

Working Conditions

Environment

- Office and outdoor environments
- Required to attend external sites for review purposes, site assessments, and complaint investigations

Control over Work Schedule

- Required to work 40 hours per week
- Overtime/weekend work may be required
- Travel may be required to attend meetings or professional development opportunities